

BY-LAW NO. 31-2020

A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND PROCEDURAL BY-LAW 117-2018 TO ALLOW FOR COUNCIL, LOCAL BOARDS AND COMMITTEES TO HOLD ELECTRONIC MEETINGS IN THE EVENT OF AN MUNICIPAL OR PROVINCIALY DECLARED EMERGENCY;

WHEREAS, Section 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS The Province passed Bill 187 and introduced the *Municipal Emergency Act, 2020* on March 19, 2020 in response to the COVID-19 emergency;

AND WHEREAS the legislation gives municipalities the ability to fully conduct Council, local board and committee meetings electronically when faced with local and province-wide emergencies, empowering the government's municipal partners to respond quickly when in-person meetings cannot be held;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place hereby enacts as follows:

1. That Procedure By-law 117-2018 is hereby amended by adding the following provisions to Section 5.12:

5.12 Electronic Meetings – Declared Emergency

5.12.1 During any period where an emergency has been declared to exist by the municipality in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, an electronic meeting may be held;

5.12.2 Despite Subsection (3.1) of Section 238 of the *Municipal Act*, S.O. 2001, c.25, a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

5.12.3 Despite subsection (3.2) of Section 238 of the *Municipal Act*, S.O. 2001, c.25, a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public;

5.12.4 “Local Board” includes but is not limited to the Business Improvement Area Board of Management;

- 5.12.5 Notice of the meetings shall be provided and the public shall be entitled to be present at the meeting.
- 5.12.6 A Conference Call shall be set up and a number made available to the members and the public so that they may listen in live;
- 5.12.7 In the event that a conference call is not possible, a video-conference may be set up.
- 5.12.8 Members of Council, local Boards and Committees shall:
- 5.12.8.1 identify themselves at the beginning of the meeting for the purpose of determining quorum; and
 - 5.12.8.2 upon the call of the vote of each motion and by-law to determine the vote.
- 5.12.9 Direction shall be given to the public by the Chairperson to place their phones on mute during the meeting so as not to interrupt the meeting.
- 5.12.10 The members and the public shall be made aware of the full contents of the virtual meeting.
- 5.12.11 The Clerk shall be responsible for the procedures associated with the conduct of the meeting.”

2. This By-law shall come into force and effect on the date it is passed by Council.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 25TH DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk